

Camp Quest NorthWest meeting minutes

**Round Table Pizza (15730 1st Ave S, Burien, WA)
Wednesday, May 2, 6:30pm sharp**

Board Members in attendance:

President – Chuck Wolber

Vice President – Brennon Church

Secretary – Jami Blackann

Treasurer – Jerry Schiffelbein

Members at Large – Jennifer Jackson, Brian Jackson, Yuichi Shoda

Others in attendance: Rebecca Friedman, Lou Amadio, Chad Cassady, John Spinosa

Action Items:

- * Chuck: Finish half-hour presentation about CQNW.
- * Chuck: Work on the camp budget.
- * Chuck: Research if we can certify one of the board members to train other people (first aid, activity leads, etc.).
- * Chuck: Contact Autumn H. about campership money.
- * Brennon: Get the exact amount that CQNW still owes Camp Kirby.
- * Brennon: Contact Matt about sending his daughter and son to camp.
- * Brennon: Forward information to Jerry about camper transfer to Michigan.
- * John: Work on Ask an Atheist ads.
- * Jennifer: Continue work on training module for staff members.
- * Jennifer: Contact Chad and Becky to set up the Activity Review Committee.
- * Jami: Work on a flyer and other promotional materials.
- * Jami: Work on additional website banners.
- * Jami: Incorporate CQNW into Seattle Atheists booths.
- * Jami and Lou: Assist John with Google Adwords.
- * Jami: Post minutes from retreat.

- * Mary: Talk to medical team and find out who is available to be camp nurse in August.
- * Mary, Brian, Yuichi, and Lou: Interview staff and counselors.
- * Mary, Brian, Yuichi, and Lou: Conduct background checks.
- * Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.).

Meeting Minutes:

Start time: 7:00 p.m.

- * Previous meeting minutes were adopted.

Review of Action Items from Previous Meeting:

- * Chuck: Finish half-hour presentation about CQNW. [**Later.**]
- * Chuck: Start doing background checks. [**Later.**]
- * Chuck: Start a camp budget. [**Started.**]
- * Chuck: Send an email to retreat attendees about meals. Ask for cooks and suggest that those with dietary restrictions bring their own food. [**Done.**]
- * Chuck: Get bio information about kids who need camperships. Send to Jami. [**Done.**]
- * Chuck: Research if we can certify one of the board members to train other people (first aid, activity leads, etc.). [**Later.**]
- * Chuck/John/Jerry: Add a field to the registration application so parents can help sponsor other campers. [**Done.**]
- * Brennon: Ask Camp Kirby about using cooking/eating utensils for the retreat. [**Done.**]
- * Brennon: Ask Camp Kirby if we're allowed to have alcohol at the retreat. [**Done.**]
- * Brennon: Ask Camp Kirby about their Archery/Climbing/Waterfront vetting process. What time should they get there on Friday? [**Done.**]
- * Brennon: Get detailed directions to Camp Kirby and send to the board. [**Done.**]
- * Brennon: Look up the kid who emailed us about going to camp. He was willing to get a job in order to pay for it. [**Done. Will attend next year.**]
- * John: Clone campership registration form. [**Done.**]
- * John: Start the Google grants process. [**Done.**]
- * John: Work on Ask an Atheist ads. [**Ongoing.**]
- * Jerry: Bring CQNW t-shirts to conference (and any other relevant materials). [**Done.**]
- * Jerry: Purchase donation buckets/jars for the conference. [**Done.**]
- * Jerry and Lou: Purchase food items for the retreat. [**Done.**]
- * Jennifer: Continue working on job description list (share it as a Google doc). [**Done.**]
- * Jennifer: One-hour training module for staff members. [**Later.**]
- * Jennifer: Contact the Secular Homeschooling Meetup group. [**She contacted them, but hasn't gotten a real response yet.**]
- * Jami: Work on a flyer and other promotional materials. [**Ongoing.**]
- * Jami: Work on additional website banners. [**Ongoing.**]
- * Jami: Update Meetup event for retreat. [**Done.**]

- * Jami: Create Meetup signature that includes link to the website. **[Done.]**
- * Jami: Fill out counselor/staff application. **[Done.]**
- * Jami: Create campership signs for donation jars. Bring to conference. **[Done.]**
- * Jami and Lou: Assist John with Google Adwords. **[They have access. Jami started poking around. Ads aren't live yet.]**
- * Mary: Talk to medical team and find out who is available to be camp nurse in August. **[Next meeting.]**
- * Mary, Brian, Yuichi, and Lou: Work on staff interview process. **[Done.]**
- * Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.). **[Ongoing.]**

Financial Report:

- * Contributions: \$26,906.60
- * Expenses so far: \$5,081.67
- * Balance: \$21,824.93
- * Brennon: Get the exact amount that CQNW owes for summer camp.

Camp Kirby Retreat Review:

- * Accomplished a lot of the big picture stuff. We tested some of the equipment and had great brainstorming sessions. We would've liked to get more planning accomplished, but this was a good start for our first year.
- * Everyone got to know each other. Plenty of discussions and bonding time.
- * Chuck: We're getting really good at running events.
- * In addition to brainstorming, we put together a schedule with a breakdown of time slots for general events.

Session Planning Update:

- * Greydon Square (atheist rapper) will be in Seattle during camp. We'd like to have him come out.
- * We should ask activity leaders to run their plans/ideas past a review committee. Make sure the talent knows how to teach young minds.
- * Activity Review Committee: Jennifer (lead), Becky Friedman, Chad Cassidy
- * Need a shared activities document. Brennon has one started.
- * Camp mystery related to an overarching theme – Sasquatch? Week-long challenge to solve. Could involve forensics.

* Free time options include: sports, art station, library.

* Crystal radio kit: About \$18 per kit. Becky and Sam will work on the activity and add it to the shared Activities document.

Hiring Committee Report:

* Mary kicked off the hiring committee the second week of April.

* They've worked on a comprehensive list of questions to ask during the interview process. They discussed how to interview people, especially if they're coming from far away (we'd prefer no out-of-state applicants, however). Want more than just a phone interview.

* In-person interviews will be held on Saturday (May 5) from 10 to 5.

Camper Transfer to Michigan:

* Contacting their director and making sure the money gets to the other camp.

* Brennon: Forward information to Jerry so the money can be transferred.

Lifeguard Certification:

* Between \$150 and \$200 for certification. Chad has the time, but needs help paying for it.

* We've agreed that CQNW should reimburse staff members for their training. Reimbursement happens after they've been hired.

CQNW Staff Training:

* Jennifer has a general outline worked out, which the board looked at and discussed.

* Essential questions: Why are we here? What results are we hoping for? What benefits do we want to provide that campers are not likely to get from other camps and non-camp programs? What positive changes do we want to produce in campers and staff as a result of this camp experience? What skills do we want our staff to develop so they can use them outside of camp and in their personal and professional lives?

Skill categories: general group leadership, teaching, listening, developing positive behavior, managing undesirable behavior, respect.

* Tip: Include a sheet of paper that lists quick contact information: "If you have a question about X, go here. If you have a question about Y, talk to this person." That way they don't have to think about it.

* Deadline: Training and session planning done by July 1. This includes documents and review by the board.

* June 6: Staffing complete.

Background Check Deadline:

* Should happen as soon as possible. We don't have time to do background checks *after* hiring, so applicants will get checked now.

* Hiring committee will run the background checks for board members and tentatively selected staff/counselors.

* CQNW will reimburse everything.

* What about people who are coming out to run specific events, like Sam? If they're staying overnight, or spending a lot of time at camp, they should get a background check. If they haven't had a background check, when they're in camp for a day activity, there must be a background-checked staff member with them at all times (and no conflict of interests).

Financial Aid:

* This year, we'd like them to retroactively fill out the financial aid application. We're funding everyone who wants to go, but we want to find out if there is truly a need.

* Chuck: Contact Autumn H. and tell her we'll give her \$700 of campership money (she's paying \$200 each for two children).

Next Meeting:

**Round Table Pizza (15730 1st Ave S, Burien, WA)
Wednesday, June 6, 6:30pm sharp**

End time: 9:10pm